

EFFECTIVE DATE

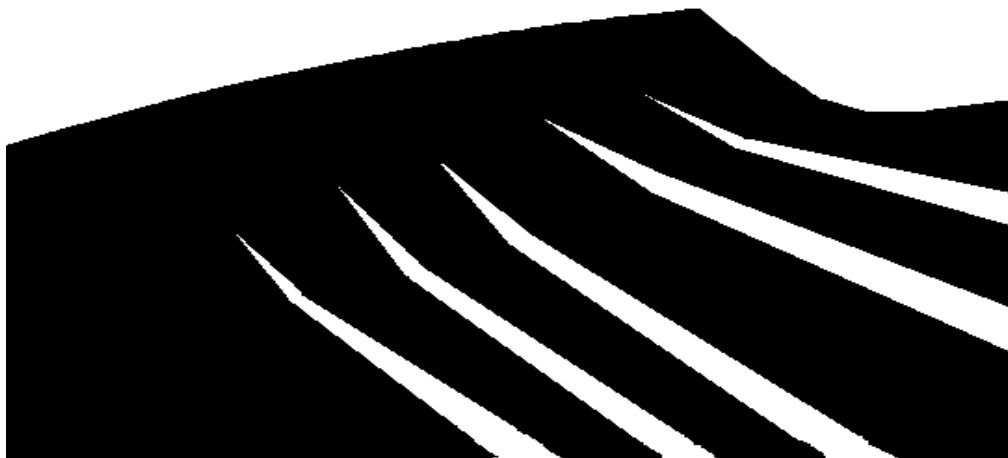
August 8, 1996

LANL-YMP-QP-03.25, R3

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REVIEW OF DESIGN AND TEST-RELATED INFORMATION

LOS ALAMOS QUALITY PROGRAM



APPROVAL FOR RELEASE

N. Z. ELKINS / A. G. BURNINGHAM - PREPARER

Signature on file

DATE

M. J. CLEVINGER - QUALITY ASSURANCE PROJECT LEADER

Signature on file

DATE

J. A. CANEPA - TECHNICAL PROJECT OFFICER

Signature on file

DATE

Los Alamos
Yucca Mountain Site
Characterization Project

HISTORY OF REVISIONS

REVISION NO.	EFFECTIVE DATE	PAGES REVISED	REASON FOR CHANGE
R0	06/15/92	N/A	Supersedes TWS-QAS-AP-03.15 & TWS-QAS-QP-03.16.
R1	01/31/94	All	Complete rewrite to clarify process and incorporate QARD requirements.
R2	01/20/95	All	Complete rewrite to streamline process and incorporate LANL-YMP-QP-03.24 requirements. Supersedes LANL-YMP-QP-03.24.
R3	08/08/96	3-5, 7, Atts. 2 & 3	Minor non-substantive editorial changes.

Los AlamosYucca Mountain Site
Characterization Project

REVIEW OF DESIGN AND TEST-RELATED INFORMATION

1.0 PURPOSE

This procedure describes the process used to review Design and Test-Related Information (D&TRI) for the Yucca Mountain Site Characterization Project (YMP or Project).

2.0 SCOPE

2.1 This procedure governs Los Alamos reviews of D& TRI.

2.2 This procedure applies to Los Alamos and Los Alamos subcontractor YMP personnel (hereafter referred to as YMP personnel) working under the Los Alamos YMP quality assurance program, and also applies to the development, review, and transmittal of D&TRI. This procedure may be used to review documents integrating design or test information from one or more Project Participants (such as the Exploratory Studies Facility (ESF) Design Requirements, Job Packages, or Test Planning Packages) developed under Yucca Mountain Site Characterization Office (YMSCO) procedures. Los Alamos personnel participating in design reviews initiated under other Project Participant procedures will use the procedure indicated by the organization initiating the review.

3.0 REFERENCES

LANL-YMP-QP-01.3, Conflict Resolution
LANL-YMP-QP-17.6, Records Management

4.0 DEFINITIONS

4.1 Design and Test-Related Information (D&TRI)

D&TRI are those requirements upon which design and test planning documents are based. D&TRI is used in design and test development and planning activities. D&TRI can be design requirements, test criteria, preliminary and final test planning documentation, tracers fluids and materials documentation, or other information needed to coordinate YMP testing activities. Examples include inputs and/or modifications to facility design requirements documents, test planning packages, and job packages or associated information.

A facility design organization may use D&TRI to develop design input or use D&TRI as design input. D&TRI may be considered design input when the facility design organization uses it in an original design or in a design modified by the design organization.

4.2 D&TRI Review

A review performed by a requester (who may also be the originator) to ensure that D&TRI is adequate, complete, and/or correctly incorporated into implementing documents before submittal to a Test Coordinator or end users of the information.

4.3 Lead Representative

Lead Representatives are the persons designated by the Technical Project Officers (TPO) as liaisons with the Test Coordination Office (TCO) on design and test planning issues.

4.4 Originator

The author of the D&TRI.

4.5 Requester

The requester is the individual who requests a review of D&TRI and assists with the resolution of review comments. An originator may also be a requester.

4.6 Test Coordinator

The Deputy TPO or designee.

4.7 Verified D&TRI

Verified D&TRI is information that has undergone technical and QA reviews.

5.0 RESPONSIBILITIES

The following personnel are responsibilities for activities identified in Section 6.0 of this procedure.

- Los Alamos Lead Representative
- Originator
- Requester
- Test Coordinator

6.0 PROCEDURE

The use of this procedure must be controlled as follows:

- If this procedure cannot be implemented as written, YMP personnel should notify appropriate supervision. If it is determined that a portion of the work cannot be accomplished as described in this QP, or would result in an undesirable situation, that portion of the work will be stopped and not resumed until this procedure is modified or replaced by a new document that reflects the current work practice.
- YMP personnel may use copies of this procedure printed from the controlled document electronic file; however, YMP personnel are responsible for assuring that the correct revision of this procedure is used.
- When this procedure becomes obsolete or superseded, it must be destroyed or marked “superseded” to ensure that this document is not used to perform work.

For D&TRI developed by non-TCO personnel, proceed to subsection 6.1. For D&TRI developed by TCO staff, proceed to subsection 6.3.

NOTE: Preliminary D&TRI does not require verification and may be used at risk provided that the unverified status is noted in the submittal memo whenever the information is transmitted (i.e., stamping it "DRAFT").

6.1 D&TRI Review and Submittal to the TCO by non-TCO Personnel

Upon the originator developing new or revised D&TRI the **requester** initiates the D&TRI review (hereafter referred to as the review) in accordance with subsections 6.1.1 through 6.1.5.

- 6.1.1 Determines the scope, purpose, and review criteria of the review.
- 6.1.2 Selects qualified reviewers, including a quality assurance reviewer (usually the group's Quality Assurance Liaison) and a technical reviewer. For non-Los Alamos YMP reviewers who do not have a completed D&TRI Reviewer Qualification on file, completes a D&TRI Reviewer Qualification (Attachment 1).
- 6.1.3 Transmits by memorandum to the selected reviewers the scope, purpose, review criteria, D&TRI (marked draft), and D&TRI Review Results (Attachment 2).
- 6.1.4 Ensures the reviewers conduct their review to the stated criteria according to the instructions on Attachment 2.
- 6.1.5 If applicable, coordinates comment resolution between the reviewers and the originator. If review comments cannot be resolved, QP-01.3 may be invoked.
- 6.1.6 The **originator** submits verified D&TRI to the TCO through the Los Alamos lead representative under a submittal memorandum.
- 6.1.7 The **Los Alamos lead representative** forwards the submittal memorandum and the verified D&TRI to the TCO.
- 6.1.8 The **originator** develops a records package consisting of the records identified in Section 7.0.

6.2 Initial D&TRI Review by Test Coordinator

The **Test Coordinator** initially reviews D&TRI submitted by Los Alamos personnel or other Project Participants by:

- 6.2.1 Reviewing all incoming D&TRI for adequacy, completeness, and authentication status.

- 6.2.2 Notifying the originator, through the lead representative, if the D&TRI is not acceptable and re-negotiates development of the D&TRI to address the inadequacies so the originator may resubmit the D&TRI.
- 6.2.3 If the D&TRI is acceptable and adequate for submittal to the end user, proceeds to subsection 6.4 of this procedure.

OR

- 6.2.4 If the D&TRI must be incorporated into a TCO developed document or if additional review is necessary, proceed to subsection 6.3.

6.3 TCO Compilation of D&TRI into Documents and Review

- 6.3.1 As directed by the test coordinator, an **originator** on the TCO staff, will compile D&TRI either from information submitted by Project Participants, or from unverified sources.
- 6.3.2 The **originator** will appoint a review requester to initiate a review of the compiled D&TRI as identified in subsections 6.1.1 through 6.1.5.
- 6.3.3 The **test coordinator** will request the appropriate participant organization to determine if changes resulting from review comments are quality affecting and, if they are, request the participant organization to concur with the changes.

NOTE: Re-verified D&TRI resulting from a D&TRI review does not require an additional D&TRI review.

6.4 Transmittal of D&TRI

The **test coordinator** transmits the D&TRI to the end user and develops a record package by:

- 6.4.1 Transmitting the D&TRI to the end user by memorandum and acting as the contact for future requests or revisions.
- 6.4.2 Developing a record package consisting of the records identified in Section 7.0.

7.0 RECORDS

The following records generated by this procedure are submitted in accordance with QP-17.6 or the appropriate YMSCO procedure.

NOTE: Attachment 1 is maintained and transmitted to the Training Coordinator as a Privileged Record in accordance with QP-17.6

- Draft D&TRI issued for review
- Memorandum identifying the scope, purpose, and criteria of the review

- D&TRI Review Results
- Memorandum transmitting the D&TRI to the end user

8.0 TRAINING REQUIREMENTS

- 8.1 Personnel required to be trained to this procedure are YMP personnel who perform work identified in Section 6.0 of this procedure.
- 8.2 Training to this procedure is accomplished by "read only."

9.0 ATTACHMENTS

- Attachment 1: Design and Test Related Information (D&TRI) Reviewer Qualification (1 page)
- Attachment 2: Design and Test Related Information (D&TRI) Review Result (1 page)
- Attachment 3: Design and Test Related Information (D&TRI) Review Sheet (1 page)

DESIGN & TEST RELATED INFORMATION (D&TRI) REVIEWER QUALIFICATION

SECTION I. REVIEWERS WHO ARE NOT QUALIFIED MEMBERS OF LOS ALAMOS YMP COMPLETE

NAME: _____
Print

LIST EDUCATION AND YEARS OF RELATED EXPERIENCE:

EXAMPLE

CURRENT ORGANIZATIONAL AFFILIATION, TITLE, AND MAJOR DUTIES:

SECTION II. TO BE COMPLETED BY THE LANL REVIEW REQUESTER

NAME: _____
Print Signature Date

DESIGN & TEST RELATED INFORMATION (D&TRI) REVIEW RESULTS

Page 1 of 1

SECTION I. (Requester completes)

D&TRI IDENTIFIER: (e.g., LA#) _____ REV: _____ TITLE: _____

REQUESTER'S NAME: _____ PHONE: _____ MS: _____ DUE BY: _____
Print

SECTION II. (Reviewer completes)

REVIEWER INSTRUCTIONS:

1. Review the D&TRI against the review criteria.
2. For comments, enter the location of the section and the proposed actions on the review sheet. If "no comments," check the "No Comments" box, and check the N/A box in Section III.
3. Any changes to original entries must be crossed out with a single line, initialed and dated.
4. After completing the review, return the review sheet(s) to the requester identified in Section I.
5. After the D&TRI is modified, complete Section III as appropriate.

I HAVE FOLLOWED THE INSTRUCTIONS FOR REVIEWING THIS DOCUMENT.

☐ Comments Attached

☐ No Comments

REVIEWER: _____
Print Name Signature MS or Location Date Phone

SECTION III. Signatures below indicate that all comments have been satisfactorily resolved

☐ N/A

REVIEWER: _____
Signature Date

After completing Section III, return sheet(s) to the requester identified in Section I.

DESIGN & TEST RELATED INFORMATION (D&TRI) REVIEW SHEET

Page ____ of ____

D&TRI IDENTIFIER: _____ REVISION: _____ REVIEWER: _____

LOCATION	REVIEWER'S COMMENTS	REQUESTER'S RESPONSE
EXAMPLE		